

# JOB OPPORTUNITY

**Job Opportunity Bulletin:** #06-249

**Final Filing Date:** June 16, 2007 or Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst	\$4,255 - \$5,172	Office of Statewide Health Planning & Development Healthcare Information Division Information Technology Services 818 K Street, Room 300 Sacramento, CA 95814

**General Statement: \*\*\* This position is subject to the provisions of Post & Bid\*\*\***

The incumbent performs journey level technical and analytical work in a wide variety of consultative and analytical assignments, such as program evaluation and planning; systems development; budgeting; planning; training; and policy development, other related work in support of the Health Careers Training Program (HCTP). Occasional in-state travel will be required. The hours of work are to cover business hours of 8:00 am to 5:00 pm, Monday through Friday.

**Duties:**

- Coordinate specialized projects, including but not limited to, conducting statewide needs assessments/studies; participating on special committees and task forces; building stakeholder partnerships; identifying and linking funding opportunities; preparing an annual analysis of the Health Professions Education and Training programs; assisting in the HCTP grant process activities; and preparing specialized reports as necessary.
- Supports the Division's Healthcare Pathway Continuum in the development, implementation and maintenance of health professional outreach, recruitment, career development and placement of primary care providers and allied healthcare professionals in California's underserved communities.
- Collaborate with internal and external healthcare stakeholders to develop programs that promote access to equitable healthcare through workforce and community development, and increase diversity into California's health professions
- Prepare periodic written and oral presentations, updates and recommendations to the Division's management team regarding the progress and status of healthcare outreach efforts to improve recruitment, training and employment for health professions and other HCTP activities.
- Market the Division's programs at statewide conferences and/or seminars

**Desirable Qualifications:**

- Ability to develop survey instruments and conduct assessments and special studies
- Ability to analyze data and develop appropriate recommendations
- Ability to present ideas and information both orally and in writing
- Ability to hand multiple priorities and deadlines
- Ability to exercise good judgment in dealing with managers, staff, and various stakeholders at the public and private level, including educators, and representatives of state agencies and national organizations
- Working knowledge of computers with experience in Microsoft software applications
- Ability and willingness to commit to the mission, vision and values of OSHPD

**Who May Apply:**

Applications will be accepted from individuals currently in the above classes or individuals who have list, transfer or reinstatement eligibility. Appointment is subject to SROA/surplus policies. Only the most qualified applicants will be interviewed.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD 678 to:

Nancy Carolipio  
OSHPD- Human Resources Services (Job#06-249)  
1600 Ninth Street, Rm. 350  
Sacramento, California 95814

For further information, contact Senita Robinson at (916) 654-2100

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

